**NCRC Adverse Weather and Emergency Event Policy**

**Purpose**

The *North Carolina Research Campus (NCRC) Adverse Weather and Emergency Event Policy* has been established in accordance with guidelines from Cabarrus County local government and Kannapolis City School System (KCS). The subject policy is based on The University of North Carolina System Adverse Weather and Emergency Event Policy, effective October 1, 2019 (<https://oshr.nc.gov/policies-forms/leave/adverse-weather>). This purpose of the subject policy is to communicate expectations for work during occasions of adverse weather or emergency event conditions and applies to all NCRC employees, students, and staff positions.

**Policy Statement**

NCRC makes every attempt to maintain normal operations and services for the benefit of employees, faculty, and staff. However, it may be necessary to close operations or modify work conditions when inclement weather or emergency event conditions occur. All employees, faculty, and students are expected to report for duty unless otherwise notified.

1. Employee, faculty, and student safety is the highest priority of NCRC. Individuals are encouraged to use best judgment regarding travel conditions. Employees, faculty, and students should not endanger themselves nor ignore the statements of local government officials concerning adverse weather events or emergency event conditions.

2. During an adverse weather event, essential employees are required to work on campus to ensure immediate and necessary campus functions are provided. Essential employees are designated by management and will be notified in advance of this requirement by their supervisor.

3. Employees who are unable to report to work because of adverse weather conditions when NCRC remains open must notify their supervisor in accordance with applicable main campus departmental procedures for reporting absences.

4. Employees, faculty, and students must implement subject policy based on the applicable main campus Human Resources’ policy in reference to accounting for time during reduced or suspended operations. All employees should coordinate allowed “make-up” work hours with direct supervisors, as needed.

**Condition Levels**

Under all condition levels listed below, supervisors shall facilitate at-home work or alternate work sites whenever feasible and safe. Even so, such arrangements may not be practicable for all positions or during every type of adverse weather or emergency event.

**1. Condition 1 (Reduced Operations)**

Condition 1 is implemented when an event has significant potential to or is already negatively impacting local area commuting; important campus services; or the efficient functioning of campus buildings and grounds. NCRC may permit expanded flexibility for employees to report to work late, leave early, or not report at all, based on their own personal circumstances.

**2. Condition 2 (Suspended Operations)**

Condition 2 is appropriate when safety risks or logistical challenges are more severe than Condition 1 and there is a substantial interest to have a relatively limited number of individuals travel to or remain on-site. The Governor’s declaration of a “State of Emergency” or an advisory by the State Highway Patrol to avoid travel does not automatically necessitate suspended operations, but may be an important consideration in reaching a decision on NCRC operational status.

**3. Condition 3 (Closure)**

Condition 3 is limited to events that pose the most severe risks to health and safety or present the most difficult logistical challenges that will severely impede the efficient and effective functioning of NCRC. Examples include severe weather events which involve substantial numbers of downed trees and/or power lines; uncontrolled flooding over a substantial portion of the local commuting area; substantial and unusual accumulations of snow, ice, or water that risk building stability or safety; or a loss of critical utilities (power, heat, cooling, water, life safety systems). In the event of a loss of utilities, the expected duration of the loss and the feasibility of implementing alternate work sites or logistical arrangements may be a consideration as to whether to declare Condition 2 *(Suspended Operations)*or Condition 3 *(Closure)*.

**Delegated Authority**

The NCRC Executive Director of Research will determine and announce all decisions to reduce or suspend campus operations related to adverse weather or any other emergency event condition. Condition 3 (Closure) for the entirety of NCRC can only be declared by the Executive Director of Research in consultation with the UNC System Office. *Building Directors and/or landlords* ***do not*** *make the decision to limit or close University operations that occupy leased facilities (*The University of North Carolina System Adverse Weather and Emergency Event Policy, Section VII).

**Procedure**

The KCS will be used as a guide for NCRC weather condition determinations as follows:

1. If KCS is CLOSED for STUDENTS, with OPTIONAL TEACHER WORKDAY, NCRC will operate under Condition 1 where conditions may not pose severe safety risks or logistical challenges, but an event has significant potential to negatively affect – or already is affecting – local area commuting; important campus services; or the efficient functioning of campus buildings and grounds. **Employees, faculty, and students should consider their own personal circumstances to determine whether to report late, leave early, or not report at all.**

2. If KCS is CLOSED for STUDENTS AND STAFF, NCRC will operate under Condition 2 where safety risks or logistical challenges are severe, and there is substantial interest in having a relatively limited number of individuals travel to or remain on campus. **Non-mandatory operations are suspended; only mandatory employees report to or remain at work.**

3. Condition 3 poses the most severe risks to health and safety or present the most difficult logistical challenges that will severely impede the efficient and effective functioning of NCRC. **Offices and facilities are closed; only mandatory employees report to or remain at work.**

**NOTE: Declaring Condition 3 (Closure) requires advance consultation with and approval of the President or President’s designee** (The University of North Carolina System Adverse Weather and Emergency Event Policy, Section VI.C.).

**Communication: NCRC Operational Status**

Adverse weather or emergency event conditions will be disseminated as follows:

1. NCRC EHS Director and/or Facilities Management will send a text alert or email to all campus employees, faculty, and students through the NCRC emergency notification system (Blackboard Connect).

2. Operational condition status will be listed on appropriate media outlets: WBTV (CBS), WSOC (ABC), SCNC (NBC), and Kannapolis City Schools webpage.

**Definitions**

Essential employee: individuals assigned to critical functions. All employees assigned to these functions will continue to work as scheduled and as required during adverse weather or emergency event conditions.

Adverse weather: significant accumulation of snow or ice, high winds, tornados, earthquakes, hurricanes, flooding, and other weather events that can cause a variety of safety risks to employees, students, or faculty and impede the ability of individuals to travel to or from the campus. Such events can also result in significant logistical challenges, including loss of utilities, IT, and other critical infrastructure that may impede the effective and efficient functioning of NCRC.

Emergency event: unusual situation that may adversely impact NCRC’s ability to provide services or may place members of the campus community at risk. Such conditions include criminal acts, terrorism, fire, chemical spills, adverse or toxic odors, biological and public health threats, sustained loss of critical infrastructure (e.g., power, water, heat, and life safety systems), major public transit disruptions, and

special directives or restrictions from public safety authorities.