



Maryland University of Integrative Health
Policy and Procedures

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Subject: Emergency Closings

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1. Purpose

To outline the University’s policy and operating procedures for campus operations during periods of severe inclement weather and other emergencies (e.g. natural disasters, major utility failure, or other reasons).

2. Policy

It is the policy of the University to remain open to ensure continuity of service to students, faculty, staff, and the community. However, during inclement weather or other emergencies (e.g. natural disasters, major utility failure, or other reasons), the safety of the University community will be the highest priority.

In the event of severe weather or other emergencies, the University will provide an orderly and immediate response to the event. The University may decide to cancel classes or activities and/or close offices at the University after considering the information available at the time. It is expected that employees and students will use their judgment to determine if they can report to work or classes without taking unnecessary risks regarding their safety, and communicate this decision to their supervisor or instructors should that decision differ with the University’s decision.

The University recognizes that faculty, staff, and students outside of the Laurel, Maryland area may experience inclement weather or other emergencies while the University remains open. The University will work with those in affected areas to identify alternative arrangements during these disruptions.

Emergency Closings

3. Procedures

3.1 Types of Closings

The University has defined several closing options to facilitate decision-making, information sharing, and to minimize disruption. These options include:

- Closed – the University is closed; all on-campus and off-campus activities/classes are cancelled; non-emergency employees are granted administrative leave to cover hours normally worked
- Delayed Opening – University operations will begin at a designated time. In the event of a delayed opening, a scheduled on-campus class will meet and students will be expected to attend the class as long as there is at least one hour or more remaining time in the class while the University is open. A delayed opening may include any of the following announcements:
 - Late Opening – University operations, including on-campus and off-campus classes, will begin at a designated time. Non-emergency employees are granted administrative leave to cover hours normally worked prior to late opening. Employees should notify supervisors if they intend to take liberal leave for any hours following the late opening.
 - Administrative Offices Open as Scheduled, with Classes Beginning on a Late Opening – Faculty and Staff are required to report to work as scheduled, but on-campus and off-campus classes will begin at a designated time later in the day.
 - Day Classes Cancelled and Administrative Offices Closed, with Evening Classes Beginning as Scheduled – All day classes, both on-campus and off-campus, are cancelled and non-emergency employees are granted administrative leave to cover hours normally worked. Evening classes and activities will occur as scheduled.
- Early Closing – University operations will be closed at some point during the day; on-campus and off-campus classes and activities that begin after closing will not meet; non-emergency employees at work at closure will receive administrative leave for the hours following the closure. Employees should notify supervisors if they intend to take liberal leave for any hours prior to the early closure.
- Cancellation of Evening Activities – University operations will cease at a designated time; activities that begin at or after that time will not meet; however classes will meet as scheduled
- Cancellation of Off-Campus Classes and Activities at a Specific Site – University operations located at a specific off-campus site will cease
- Localized and Temporary Closing – A building or location could be closed because conditions may make learning and working conditions inadvisable for a limited period of time

Classes that are fully online are not impacted by delayed or cancelled classes and should continue as scheduled.

Online/remote classes, whether synchronous or asynchronous, will continue instruction as originally scheduled.

On-campus classes are cancelled for their originally scheduled day and time. These class meetings will be made up online or during the trimester's designated make up days (<https://muih.edu/academics/office-of-the-registrar/academic-calendar/>), at the discretion and direction of the faculty member.

These options are offered as a guide only; situations or conditions may dictate a different response to ensure the safety of students, faculty, staff, and visitors.

3.2 Announcement of Closings

Decisions regarding late openings, closures, and early closings are the responsibility of the Director of Facilities. The Director of Business Services will evaluate the weather forecast, road conditions, and parking lot conditions and review the statuses of other businesses, industries, and colleges/universities in the immediate area prior to making a decision.

Decisions will be made as quickly and as far in advance as possible. In most cases, announcements will be made before 6:15 a.m. day-of (early closings are announced immediately when a decision is made during the day). However, forecasts are often uncertain and change unexpectedly, which could cause announcements to be made later or earlier than expected. Regardless of time of day, the University community should monitor all of the communications channels listed below for updates. Only changes in the normal schedule will be communicated; if no announcement is made, the University will be open as scheduled.

Announcements about closings will be released to the University community via the following:

- [MUIH Alerts](#) notifies registered users via text message and email notification
- Post on the MUIH website (<https://www.muih.edu>)
- Broadcast emails to all muih.edu accounts
- Recording on the MUIH main telephone number (410-888-9048)
- Post on the official MUIH Facebook page: <https://www.facebook.com/MUIHealth>
- Post on the official MUIH Twitter account: <https://twitter.com/MUIHealth>
- Post on the MUIH Canvas site
- As a public service, information will be sent to local media outlets; however, MUIH cannot guarantee the information will be listed nor is MUIH responsible for inaccurate reporting of information on local media outlets
- Natural Care Center (NCC) staff are responsible for notifying patients that are scheduled for NCC Practitioners. It is the responsibility of students to ensure that their patients are notified.

Members of the University community are encouraged to check more than one of the announcement methods described above in case the emergency results in one communication method being down.

3.3 Classes and Make-Ups

In the event of a late opening or early closing, a scheduled on-campus class will meet and students will be expected to attend the class as long as there is at least one hour or more remaining time in the class while the University is open. Faculty are required to address in their syllabus how a cancelled class, delayed opening, or early closing will be made-up.

Classes that are capable of meeting online are not impacted by delayed or cancelled classes and should continue as scheduled.

4. Definitions

- **DAY CLASSES** – those classes that begin prior to 5:00 p.m.
- **EVENING CLASSES** – those classes that begin at 5:00 p.m. or later
- **LIBERAL LEAVE** – employees use their judgment to determine if it is safe to drive to and from work due to inclement weather or other emergency circumstances. Employees may request to use paid time off (PTO) on an emergency basis, telework, or take time off unpaid.
- **NON-EMERGENCY EMPLOYEE** – employee whose position does not require immediate action or attention during the incident resulting in a disruption of the University's normal operating schedule

5. Approval and Revisions

Approved November 6, 2018 by President and CEO, Steven C. Combs.

- Note: This policy replaces the former "Emergency Closings" Standards and Practice, which was last reviewed in October 2015. A copy of the "Emergency Closings" is available from the President's Office.

- Revision 1

Added information about MUIH Alerts and made minor grammatical edits throughout document.

Approved November 12, 2019 by President and CEO, Marc Levin.

- Revision 2

Added information about synchronous or asynchronous course procedures in section 3.1.

Approved December 15, 2020 by President and CEO, Marc Levin.

- Revision 3

Changed title from Director of Facilities to Director of Business Services.

- Reviewed with no changes on February 11, 2022 by Vice President of Finance & Administration, James Cobb.