

Weather Emergency Procedure

By Midnight UA Police begin to check road conditions

By 1:45 a.m. UAPD contacts Facilities Management Grounds Shop Foreman Robert Caudle, if clearing of streets, sidewalks and designated parking lot entrances is needed; if so, crews begin by 3:30 a.m.

By 4:30 a.m. Razorback Transit checks routes and determines whether buses can operate safely and communicates that determination to University Police.

Immediately following that determination Conference call is placed by University Police Director Larry Slamons, or alternate Steve Gahagans, to Vice Chancellor for Academic Affairs Bob Smith, or alternate Vice Chancellor for Finance and Administration Don Pederson, and the staff listed below for decision:

Facilities Management Director Mike Johnson, or alternates, Ron Edwards and Bob Beeler;

Razorback Transit Director Gary Smith, or alternate, Don Austin;

Media Relations Director, Steve Voorhies, or alternate Gina King;

President, Associated Student Government.

By 5:00 a.m. Decision on whether to cancel classes due to inclement weather will be discussed by conference call and will be based on the following four criteria:

- 1) designated University transit bus routes are open to travel,
- 2) major commuter parking lots are accessible,
- 3) interstate I540 from County Line Road in Springdale to West Fork city limits is open for travel, and
- 4) conditions appear to be such as to allow students, faculty, and staff to reach campus.

At 5:15 a.m. Steve Voorhies calls:

Gina King to convey decision and obtain help if needed for notification

Ken Leverington to convey message to UA switchboard and campus voice mail addresses; alternates: James Ezell or David Martinson

By 5:45 a.m. Steve Voorhies will arrange to communicate the decision to the public. If the University is to be closed, the following means of communication with faculty, staff, and students will be used:

- 1) Individuals may call 575-7000 for announcements about University closings.

2) Voice Mail. Announcements concerning University hours and policies related to weather emergencies are sent to all employees who have voice mail boxes. If you have an assigned telephone but don't yet have a voice mailbox, you can request it by calling UA switchboard at extension 5-2000.

3) University Switchboard. The switchboard, at 575-2000, provides information about University hours when inclement weather requires it to do so. This number may often be busy since it receives many calls; for that reason, personal voicemail boxes are more convenient.

4) KUAF Radio, 91.3 FM. The University's radio station makes regular announcements if the University closes and assists in correcting errors in public media announcements.

5) UATV. The University's television station runs the RIBTV Information Board in the early morning hours and makes announcements if the University closes.

6) The University's inclement weather site is updated frequently. The address <http://advancement.uark.edu/info/weather.html> is readily available on both UARKINFO and University Online.

7) University Supervisors. Supervisors can arrange to notify employees in their unit, or employees can call supervisors for instruction.

8) Local radio and television stations will be informed whenever the University is closed.

If the University remains open, no announcement will be made through radio and television stations off campus. If the University remains open but transit buses run on alternate snow routes, an official inclement weather day will be declared, and employees who arrive within two hours of their normal starting time will be given credit for a full day's attendance. The same means of communication used when the University closes because of inclement weather will be used to notify employees of an official inclement weather day.

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