

Joseph F. McCloskey School of Nursing

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Reviewed: 9/22 9/23 9/24	 Tina VanBuren, DNP, MSN, RN, CNS Director, School of Nursing	Administrative Committee

PURPOSE

The Inclement Weather/Emergency Plan provides students with guidelines for travel in inclement weather or during an emergency. The policy is not meant to substitute for prudent decision-making in determining whether an individual student can reasonably travel to campus. All members of the school community are encouraged to use personal judgment based on their local weather circumstances and the safety of travel.

SCOPE

Students enrolled at the Joseph F. McCloskey School of Nursing (JFMSON). Note: this policy does not address employee response to inclement weather. In the event of school closure, employees are expected to arrive at work and follow departmental and Lehigh Valley Health Network policies.

POLICY

This policy outlines the faculty process for making weather-related adjustments to class and clinical schedules, the notification procedure for students, and the process by which students can learn of changes.

PROCEDURE

Individual faculty members, in collaboration with the Director of Nursing (or designee), may decide, no later than two hours before the class or clinical start time, to delay the start of class, dismiss early, or cancel class or clinical activities. Faculty are required to receive approval of the Director of Nursing (or designee in the Director's absence) before final decisions are made to alter a class or clinical schedule, unless prior delegation to make independent schedule changes has been granted by the Director of Nursing.

School closure by the Director of Nursing. In the event of severe inclement weather or other emergency, the Director of Nursing (or designee) may cancel all scheduled activities. A closure may apply to the Pottsville site, the Center Valley site, or both, and the announcement will state which site or sites are affected. This decision takes precedence over any individual course decisions and will be announced via Populi and the Populi texting/messaging system. School closures may also be communicated via a mass communication system.

Clinical experiences cancelled by the school under this policy will be rescheduled by the program; a school-initiated cancellation is not a student absence and does not incur a make-up fee.

Student instructions: in the event of severe inclement weather or other emergency, students seeking information regarding cancelled classes should check Populi for messages from professors and the Director of Nursing. It is the student's responsibility to keep their cell phone number updated in school records (Registrar) to receive mass communication messages.

REVIEW and APPROVAL

This policy is reviewed annually by the Administrative Committee.