911 – INCLEMENT WEATHER AND ENVIRONMENTAL CONDITIONS

911.1 Statement

Hood College is a residential college that provides services seven days per week and twenty-four hours per day. The College makes every effort to maintain normal operations whenever conditions permit. However, weather events, environmental hazards, utility disruptions, and other emergency conditions may affect normal operations. The safety of students, faculty, staff, and visitors remains the College's highest priority when determining whether to delay operations, modify activities, close facilities, or suspend operations.

911.2 Philosophy

Hood College has identified four major constituencies and the unique ways in which this policy applies to each. The four groups are students, faculty, staff, and emergency personnel. The College recognizes that local conditions may vary significantly. Members of the College community are encouraged to exercise reasonable judgment regarding their personal safety and travel decisions. The existence of normal operations does not require an employee or student to place themselves at an unreasonable risk.

911.3 Scope

This policy applies to all Hood College employees and addresses the College's response to weather-related events, environmental hazards, and other conditions that may affect the health, safety, or wellbeing of employees or disrupt normal College operations.

Covered conditions may include, but are not limited to:

- Snow, ice, freezing rain, and other winter weather events;
- Severe thunderstorms, lightning, high winds, hurricanes, tornadoes, and flooding;
- Extreme heat and other temperature-related hazards;
- Poor air quality or environmental contamination concerns;
- Utility interruptions, including power outages and water service disruptions;
- Indoor environmental hazards resulting from equipment failures, including heating, ventilation, air-conditioning, chiller, or other building system malfunctions; and
- Other emergency conditions that create unsafe working, learning, or living conditions on campus.

This policy applies to hazards occurring indoors or outdoors and provides guidance regarding operational decisions, employee responsibilities, emergency response procedures, communication protocols, and protective measures implemented by the College. The policy also includes requirements related to heat illness prevention for employees who are assigned work where the heat index is 80°F or higher and the employee performs work for more than 15 consecutive minutes per hour.

The College outsources certain services, including Facilities and Dining. Employees of contractors or vendors performing these services are expected to follow their employer's heat illness prevention policies and applicable

Maryland MOSH/OSHA requirements. The College will coordinate with contractors and vendors, as appropriate, to support a safe campus environment and to address known heat-related concerns affecting work performed on College property.

911.4 Definitions

Environmental Hazard
Any weather-related, environmental, facility-related, or utility-related condition that may threaten the health, safety, or security of members of the College community or disrupt normal College operations.

Inclement Weather
Weather conditions that may adversely affect travel, campus operations, or personal safety, including snow, ice, freezing rain, flooding, severe thunderstorms, high winds, hurricanes, tornadoes, or other similar conditions.

Extreme Heat
Weather or indoor environmental conditions resulting in elevated temperatures that create a risk of heat-related illness. For purposes of this policy, heat-related procedures may be implemented when the heat index reaches levels identified in applicable Maryland MOSH requirements.

Heat-Related Illness
A medical condition resulting from exposure to heat, including heat exhaustion, heat cramps, heat syncope, heat stress, or heat stroke. Symptoms may include dizziness, headache, nausea, weakness, confusion, fainting, or loss of consciousness.

Emergency/Essential Personnel
Employees designated by the College to provide essential services during emergencies, weather events, environmental incidents, or campus closures. These positions may include Campus Safety, Facilities, Information Technology, Dining Services, and other employees designated by the College.

Delayed Opening
A modification to the College's normal operating schedule in which classes, offices, programs, and other activities begin later than their regularly scheduled start times.

Early Closing
A modification to the College's normal operating schedule in which classes, offices, programs, and other activities conclude before their regularly scheduled end times due to actual or anticipated conditions affecting safety or operations.

Modified Operations
Temporary changes to normal College operations implemented to address weather-related or environmental conditions. Such modifications may include remote work, relocation of employees, schedule adjustments, restricted access to facilities, suspension of activities, or closure of specific buildings or areas.

Heat Index
A measure that combines air temperature and relative humidity to determine the apparent temperature experienced by individuals working indoors or outdoors. This measurement is used to assess potential heat-related hazards.

Manager/Supervisor
Any employee with responsibility for directing the work of other employees and implementing operational, safety, or emergency response procedures within their department.

Employees
This policy applies to all part-time, full-time, regular, contract and temporary agency employees. If you have not been informed of any cancellations or delays, you should infer that the College is open.

911.4 Notification Procedures

Hood College is always open unless the President determines that weather or environmental hazards are a factor for Hood to delay opening, cancel classes or close. If that happens, the College will send out information via the Emergency Notification system.

The College website, www.hood.edu, will contain the latest information on weather-related announcements

Receive Emergency Alerts:

To register for the Emergency Notification System or to update your current information, please use the following web link: http://www.hood.edu/hoodalert/

911.5 Operating Status Announcements

The College recognizes that weather-related events, environmental hazards, utility disruptions, public health concerns, infrastructure failures, security incidents, and other emergencies may require operational responses that differ from traditional delayed openings or campus closures. Depending on the nature, severity, and anticipated duration of an event, the College may implement modified operations intended to protect the health, safety, and wellbeing of students, employees, and visitors while maintaining essential functions to the greatest extent practicable.

Operational decisions may be applied campus-wide or may be limited to specific buildings, departments, functions, programs, events, or geographic areas of campus.

Most Typical Status Announcements:

1. **Hood College Opening Delayed Until "X."**

   Hood College will open at the designated time and will follow its normal schedule after the delay. This applies to all faculty, staff, and students. For example, when the College opening is delayed until 9:30 a.m., staff will

report at 9:30 a.m. Instruction will resume with the next full class period and any class with a start time prior to 9:30 a.m. will be canceled for that day so faculty should plan accordingly. For example, if a class runs from 9–10:30 a.m., the class will be canceled for that day. Note: Doors will be opened 30 minutes prior to the announced opening.

Should it be necessary to delay opening the College, all classes, programs and events will begin, and offices will open, at the stated time. Student activities on campus may commence prior to the opening time if approved by a supervising employee or coach. Please note that offices may open earlier than the start of classes in order to accommodate the regular class schedule. It also may be possible to open for evening classes and programs at 5:00 p.m. should conditions improve throughout the day. In such situations, a decision to open for evening classes will be announced by 3:30 p.m. Designated offices, which include Campus Safety, Facilities, the Fitness Center, and the Library, will be open and provide appropriate services during the regularly scheduled hours.

2. Hood College Day Classes Canceled.

Staff members should come to work on schedule, or as soon thereafter as weather permits. Faculty and students should not report to the College. Staff members should report to managers upon arrival for work assignments. Note: Decisions on evening classes will be announced by 3:30 p.m. on these days.

3. Hood College is Closed. (All classes, programs and events are cancelled.)

Only essential personnel should report to work. To ensure safety and to keep parking lots and sidewalks unobstructed for the purpose of snow removal and treatment, no students, faculty or other staff members are to come to the College unless requested to report by a Senior Officer.

When it is necessary to close the College, all classes, programs and other events are cancelled and offices are closed for the day and evening. However, designated offices, which include Campus Safety, Facilities, the Fitness Center, and the Library (on a limited basis), will provide appropriate services. In addition, student activities on- campus may commence if approved by a supervising employee or coach.

Note: Should it be possible to open for evening classes and programs at 5:00 p.m., a decision will be announced by 3:30 p.m.

4. **Hood College is Closing at "X".** (All classes, programs and events are cancelled.)

If the College must close early due to current or forecasted weather conditions, all classes, programs, and events will be cancelled, and offices will close at the appointed time and remain closed for the remainder of the day and evening. The closing time will be made in consideration of the regular class schedule when conditions permit. Student activities on- campus may continue after the College closes if approved by a supervising employee or coach. Designated offices, which include Campus Safety, Facilities, the Fitness Center, and the Library, will remain open and provide appropriate services during the regularly scheduled hours.

911.6 Environmental Hazards and Heat Illness Prevention

Hood College is committed to providing a safe work environment and protecting employees from heat-related illness. This section establishes basic requirements for preventing, recognizing, and responding to heat stress in accordance with the Maryland Occupational Safety and Health Heat Stress Standards, COMAR 09.12.32, and applicable OSHA guidance.

The College will take reasonable steps to prevent heat-related illness by monitoring heat conditions, providing drinking water, shade or cooling areas, rest breaks, acclimatization, employee and supervisor training, and emergency response procedures.

Departments with employees covered by this section of the policy must complete and maintain a department-specific Heat Illness Prevention and Management Plan (template provided). Plans should be tailored to the department's level of heat exposure, recognizing the differences between departments whose employees are routinely exposed to outdoor or high-heat working conditions and departments that may only experience heat hazards occasionally due to equipment failures, building system malfunctions, or other conditions that create a hazardous work environment.

Employee Responsibilities

Employees are expected to drink water regularly, use available shade or cooling areas, take required and needed rest breaks, report symptoms of heat illness immediately, notify a supervisor if required protections are unavailable, and complete required training.

Supervisor Responsibilities

Supervisors are responsible for implementing and annually reviewing departmental Heat Illness Prevention and Management Plans; monitoring heat conditions; ensuring the availability of water, cooling areas, rest breaks, and high-heat procedures; supporting employee acclimatization; monitoring employees for signs and symptoms of heat-related illness; ensuring required employee training is completed and documented; maintaining departmental training records; reporting heat-related incidents; and responding promptly to heat-related concerns.

Departments with employees covered by this policy shall maintain and annually review a Department Heat Illness Prevention and Management Plan and submit updated plans to Campus Safety each year.

Operational Decisions and Unplanned Heat Exposure

For planned heat-exposed work, departments are responsible for implementing applicable heat illness prevention procedures, including water access, shade or cooling areas, rest breaks, employee monitoring, and high-heat procedures.

If a building, workspace, or campus area becomes unusually hot because of a chiller failure, air-conditioning outage, power outage, ventilation issue, or other unexpected condition, the affected department should promptly notify Facilities or the designated campus contact, HR, and the appropriate division leader. The College will assess the condition and determine appropriate actions, which may include relocating employees, modifying work,

providing cooling areas, authorizing remote work where feasible, adjusting schedules, suspending non-essential work, or closing affected areas.

Supervisors may take immediate steps to protect employees from heat illness, including allowing breaks, moving employees to a cooler area, providing access to drinking water, pausing heat-exposed work, contacting Campus Safety, or calling 911 when symptoms are serious. Decisions to release employees from work, authorize remote work, close a work area, or suspend operations should be made in accordance with College procedures and approved by the appropriate senior administrator or designee, unless immediate emergency action is necessary to protect life or health.

Emergency Response

Heat illness can become a medical emergency. Employees must immediately report symptoms such as dizziness, headache, nausea, weakness, cramps, confusion, fainting, slurred speech, or loss of consciousness.

If heat stroke or serious heat illness is suspected, call 911 immediately, move the affected person to a cooler area if safe to do so, begin cooling measures as outlined in the Heat Illness Emergency Response Instructions, and notify a supervisor or Campus Safety.

Training and Recordkeeping

Covered employees and supervisors who oversee covered heat-exposed work must receive heat illness prevention training before being assigned covered heat-exposed work, whenever changes in job duties introduce new heat-related hazards, and at least annually thereafter while they continue to perform or supervise covered heat-exposed work. Additional training may be required following a heat-related incident, identified program deficiency, or other circumstance indicating a need for retraining. Training shall be provided in a manner that employees can understand.

The College will make annual heat illness prevention training available prior to the period in which covered heat exposure is reasonably anticipated. Employees hired or newly assigned to covered heat-exposed work after the annual training period must complete training before being assigned such work.

Departments are responsible for documenting required training and submitting training records to Campus Safety for retention in accordance with the College's recordkeeping practices.

The College will make the written Heat Illness Prevention and Management Plan and related procedures available to covered employees and to MOSH upon request.

References

- **Maryland MOSH Heat Stress Standards:** https://regs.maryland.gov/us/md/exec/comar/09.12.32
- **OSHA Heat Exposure Guidance:** https://www.osha.gov/heat-exposure

Accompanying Documents

- DRAFT Department Heat Illness Prevention and Management Plan.docx
- DRAFT Heat Illness Emergency Response Instructions.docx
- Heat Illness Prevention Training