INCLEMENT WEATHER POLICY
Nursing Education and Professional Development (NEPD)

I. Purpose

A. To establish Nursing Education Professional Development (NEPD) departmental expectations concerning staff presence at work during periods of inclement weather.

B. To establish guidelines as to the process of cancelling a scheduled NEPD program during inclement weather. This policy does not apply to periods during which the VUMC Emergency Operations Plan is in effect. When the VUMC Emergency Operations Plan is in effect, all VUMC faculty/house staff/staff are expected to follow the Emergency Operations Plan.

II. Policy

NEPD provides educational opportunities to meet the needs of its fellow staff members, colleagues and other healthcare team members. NEPD has plans in place for the safety of VUMC staff and those participating in programs sponsored by NEPD.

III. Definitions

A. Inclement Weather Event: the existence of hazardous weather conditions that pose a threat to life or property.

B. Level 1 Program: Proceeds as scheduled regardless of weather. If the program is a requirement to begin or maintain employment and the staff member is unable to attend the program he or she should immediately contact their manager for further instructions. Level 1 includes programs that attract large number of attendees that would require difficulty rescheduling in regards to physical meeting space and other logistics. Examples of these include, but are not limited to;

1. Basic Arrhythmia Class
2. Clinical Orientation Programs
   a. Vanderbilt University Medical Center
   b. Vanderbilt Psychiatric Hospital Orientation
3. Frontline Leadership Academy
4. Hands On Clinical Safety
5. Nurse Residency Programs which includes all tracks: Acute Care, Critical Care, Psychiatric, and Women’s Health
   a. Core Days
   b. Track Days
   c. Resident Workshop Series

C. Level 2 Program: A program with a guest lecturer will proceed as scheduled unless the invited lecturer cancels. Examples include Aprilfest or Octoberfest.

D. Level 3 Program: May be cancelled, but individual contacts may be required. If the program is not cancelled and is a requirement to maintain employment and the staff member is unable to attend the program due to inclement weather, he or she should immediately contact their
manager for further instructions. If the program is cancelled by NEPD, the person responsible for cancelling the program will communicate with the staff member and their manager to ensure that the staff member’s employment status is not affected.

1. Basic Arrhythmia Remediation
2. Basic Arrhythmia Testing

E. Level 4 Program: May be cancelled with an overall “blanket” message. A Level 4 Program, while important, is not required to maintain employment. A Level 4 program contains information that if needed immediately, can be obtained through other VUMC resources.

1. S3
2. Preceptor Workshops

IV. NEPD Staff Expectations

1. During inclement weather NEPD staff are required to work as scheduled unless:
   a. In your best judgment, traveling to work imposes a safety hazard. In this case, the staff member may use PTO time in lieu of work time.
   b. Arrangements have been made for the staff member to work from home. See Alternative Worksite Policy for detail.
2. Staff members should notify their director/supervisor via phone or email immediately to report an absence related to inclement weather. Staff members who have not arrived at work by 1000 should contact their supervisor to report on their status.
3. If a NEPD program is cancelled due to inclement weather, arrangements must be made by the Nursing Professional Development Specialist (NPDS) and the Program Coordinator (PC) that oversee that particular program to:
   a. Agree who will follow through with the responsibilities of the cancellation process.
   b. Notify their director/supervisor and registered attendees of the program of the cancellation and the process for rescheduling.
   c. Take responsibility for the return of any equipment that was planned to be used in the program, cancel room requests, etc.
   d. Attempt to be present at the location of the cancelled program at the scheduled start time. If neither the NPDS nor the PC is able to arrive at the location due to inclement weather, an attempt must be arranged to notify any attendees that did not receive the cancellation message. It is acceptable to have another staff member post cancellation announcements in the form of a public sign at the venue.
4. Staff is expected to fulfill work responsibilities during inclement weather.
5. Staff is expected to abide by all instructions received from the Operations Officer in the Emergency Operations Center if the VUMC Emergency Operations Plan is activated due to inclement weather.
6. Communication about inclement weather will be communicated via phone text processes.
7. Approval should be requested from a director/supervisor in order to leave work early due to actual or impending inclement weather.
8. If a staff member requests early dismissal from a NEPD program due to impending inclement weather, dismissal shall be considered unless VUMC is operating under the Emergency Operations Plan. If the program is required to maintain employment (level 1), it is the responsibility of the staff member to notify and make arrangements with their manager upon
dismissal. In the event of actual inclement weather and VUMC is not operating under the Emergency Operations Plan, and early dismissal is granted during a Level 1 program, arrangements must be made by NEPD, the staff member and their manager in order not to affect the employment status of the employee.


**V. Communication Methods to Cancel Programs**

1. Any media that advertises a NEPD program should include directions on how to check the status of the program in the event of actual or impending inclement weather.
2. The NPDS and the PC for the program make a joint decision on whether or not to cancel a program. Prior to making any announcement that the program is cancelled, their director/supervisor must be notified. Cancellation of a program must be made by no later than 0500 the day of the program if feasible. If unable to cancel by 0500, the cancellation notice should be made at least two hours prior to the start of the program.
3. The director/supervisor reserves the right to approve the cancellation or to override the decision made by the NPDS and PC and continue the program as scheduled.
4. The NPDS or the PC for the program initiates the mode of cancellation.
5. Cancellation of an event related to inclement weather shall be communicated to faculty/staff via the following communication modes:
   a. NEPD email
   b. Nursing website Program Page
   c. Voice mail message

**VII. Emergency Notification System**

1. The notification system is a systematic manner during an emergency in which to contact all NEPD staff members in the event of an emergency. Staff members are required to keep their emergency contact number up to date. In the event there is a change in the contact number, the staff member must report this in writing to their director/supervisor.

   The Emergency Notification System should only be activated during an emergency.

2. Activation of the Emergency Notification System can only be initiated by one of NEPD’s Directors or a designee of their choice.

   Once the Emergency Notification System has been activated and a message has been sent out via a group text message, each individual is responsible for replying with their name to confirm that the message was received. The director or designees of their choice will collect the names to confirm that the message was received by the entire team.
VIII. References

VUMC Policies Database.

**OP 30-10.08** Inclement Weather

VUMC Human Resources Policies and Procedures.

**HR-023** Alternative Work Arrangements Policy

VUMC Emergency Operations Plan.


X. Endorsements:

Nursing Education and Professional Development

XI. Approval:

Date: