**Inclement Weather Policy OP 30-10.08**

http://mcapps03.mc.vanderbilt.edu/E-Manual/HPolicy.nsf/AllDocs/BAE04899CB20B21A86256B5A0081B443

Inclement Weather Readiness

1. When a Yellow Alert is in effect, all faculty/housestaff/staff are required to report to work as scheduled.

2. When an Orange Alert is in effect, scheduled faculty/housestaff/staff are required to report to work (absences from work due to circumstances beyond an individual’s control are handled on a case-by-case basis) per their departmental sub-plans. As workforce decisions are made in the Emergency Operations Center, the Incident Commander or designee is authorized to retain, release or recall faculty/housestaff/staff as needed in order to meet the patient care mission of VUMC and/or ensure the safety of VUMC faculty/housestaff/staff. Due to the regional nature of inclement weather, the Incident Commander may delegate decision-making authority regarding retaining, releasing or recalling faculty/housestaff/staff who work in locations geographically removed from the main medical center campus to management over those locations

Failure to Report to Work

1. Non-exempt staff members who do not report to work for their scheduled shift (per the applicable department sub-plan) during an inclement weather event regardless of the reason or prior notice (excluding absence for a qualified leave of absence) will be considered absent as set forth in the Vanderbilt Attendance and Punctuality Policy. Non-exempt staff members who are unable to report to work as scheduled are responsible for notifying the department of the absence in accordance with departmental call-in procedures. Non-exempt staff who do not report to work due to an inclement weather event are placed into a no pay status. Note: This is an exception to the requirement that staff utilize all appropriate accruals before going into an unpaid status.

Early Release of Faculty/Housestaff/Staff

1. While a yellow alert is in effect, faculty/housestaff/staff may not leave work unless and until they are released by Medical Staff Leadership or their Manager/ Supervisor or designee.

2. While an orange alert is in effect, faculty/housestaff/staff may not leave work unless and until they are released by the Incident Commander or designee.

Faculty/Housestaff/Staff Accommodations

1. In instances of inclement weather and based on the availability of space and resources, the Administrator on Call (AOC) or Administrative Coordinator (AC) may activate the onsite Faculty/Housestaff/Staff Accommodations Plan. In this situation, large conference rooms for male and female faculty/housestaff/staff are set-up with air mattresses or cots. Shower facilities are designated by the AOC or AC at the time of plan activation. Faculty/Housestaff/Staff are required to register for accommodations by calling the Office of Bed Management in the adult hospital (3-8193). Activation of the Faculty/Housestaff/Staff Accommodations Plan is communicated via the hospital paging system and Medical Center Communications.

2. Faculty/Housestaff/Staff are not permitted to sleep in patient rooms or patient care areas with the exception of designated housestaff on-call rooms.