



FOR OFFICIAL USE ONLY

Union College Weather Plan 2024

CHANGE RECORD Number & Date	Name Summary
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#1 September 2023 John Ball Implementation of this version; incorporated section 11.0 of Union College emergency response plan as Appendix B
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LEAD AGENCY:

Union College Campus Safety Office
Union College Emergency Management

SUPPORTING AGENCIES:

National Weather Service, Albany, New York
Union College Facilities Services

A. MONITORING WEATHER CONDITIONS

Union College Campus Safety Office will regularly monitor regional and local weather using one or more of the following resources:

- National Weather Service
- Local News media forecast (radio and television)
- NOAA Weather Radio and Emergency Alert System activation
- NY ALERT notifications

1. National Weather Service, Albany Office (NWS-ALB)

NWS-ALB can monitor weather during certain major events on campus, with prior coordination, taking place at Union College, and provide direct support of forecast and analysis of any potential severe weather. **DIRECT CONTACT – 518-626-7272/7273/7274**. Coordination will be initiated by the Director, Safety and Security/designee or Union College Emergency Manager.

- When the potential for severe weather has been recognized, the NWS ALB will provide weather information to the 24/7 notification point (Union College Campus Safety Office). Points of contact have been supplied to NWS ALB. Weather information may be in the form of phone call, email, power point, conference call, or webinar.
- NWS-ALB weather information will be provided to Union College, in a mutually agreeable format, to provide situational awareness to assisting supporting agencies, faculty, staff and students.
- When the potential for severe weather is forecast, Union College Campus Safety Office frequency and intensity of monitoring will increase to multiple sources (i.e. NOAA radio, local news/weather sources). Campus Safety shall utilize the available resources to stay apprised of changing conditions. The Union College Director of Safety & Security or Emergency Manager may also directly contact NWS-ALB for updates.
- Acute weather updates or briefings may also be coordinated for impending inclement or severe weather.

B. ALERT & NOTIFICATION PROTOCOL

Weather events are categorized into three (3) levels. Each level has specific alert and notification requirements.

Level 1—those that impact normal transit across campus (along roads for personnel coming to or leaving campus by car, or along pathways for personnel walking to their class/working location). Incident types in this category include moderate snowfall or light freezing rain, and typical emergency actions may include activation of the emergency snow removal plan, as well as communication as determined by the Union College emergency incident management team, as to the hazardous conditions.

Included in this category are Fire Weather Watches/Red Flag Warnings issued by the National Weather Service

Level 2—those that involve significant impacts to vehicular/foot transportation, or conditions that threaten building safety. Incident types in this category include heavy snow, accumulations of freezing rain, electrical storms, heavy wind, and tornado watches (indications of favorable weather conditions that could produce a tornado), and typical emergency actions may include temporary college closure/suspension of services, and event cancellation (in addition to the other Level 1 actions).

Level 3—those that involve imminently threatening impacts to transportation and building safety. Incident types in this category include tornado warnings (indications that a tornado has been seen or detected by radar) and sustained ice storms with related power outages. Typical emergency actions include orders to shelter in place using the outdoor warning sirens and the RAVE Mass Notification system (in addition to the other Level 1/2 actions noted above and in Table 1).

1. WEATHER ADVISORIES and STATEMENTS (LEVEL 1)

Upon issuance of an Advisory or Statement, Union College Campus Safety Office (CSO) or its Emergency Manager will

furnish this information to the Director of Safety and Security, who will then inform members of the Union College Situation Response Team via group email. The Team can redistribute the information to key stakeholders as deemed appropriate.

2. WEATHER WATCHES (LEVEL 2) and WARNINGS (LEVEL 3)

Upon issuance of a Watch or Warning, Hamilton College CSO or Hamilton Emergency Manager will furnish this information to members of the Union College Situation Response Team via group email or via RAVE notification.

All key stakeholders on the Weather Alert & Notification list (TABLE 2) will be notified of Warning (Level 3) information. It will be the determination of Union College Situation Response Team if advisory or watch information (Level 1 or 2) is forwarded to other, faculty, staff and/or students, and the appropriate method to convey the information.

When possible, all personnel on the Alert & Notification list will be notified of any decision to implement protective actions or changes to scheduled events and performances, before these decisions are announced to the public.

When a WARNING (Severe Thunderstorm; Tornado; Flash Flood) is issued by the National Weather Service, the Wireless Emergency Alert (WEA) system shall be activated by NOAA in accordance with Federal authority in certain cases when the damage threat tag warrants activation ("Destructive" tag in severe thunderstorm; any tornado warning; or "Considerable" or "Catastrophic" tag for flash flood warning).

Severe thunderstorm warnings can carry one of three damage threat tags; Base (winds of 58 mph and hail no larger than 1 inch); Considerable (winds up to 70 mph; hail up to 1.75") or Destructive (winds 80 mph plus; hail up to 2.75" or larger).

Tornado warnings: will also include hail size diameter expected.

Flash Flood warnings will carry one of three tags: "Base", "Considerable" or "Catastrophic."

See Appendix A of this document for assistance in determining hail size and wind speeds.

a. PROTECTIVE ACTION DECISION MAKING

When necessary and practical, the Emergency Manager or Director of Safety and Security, or their designee, will communicate and collaborate with the Situation Response Team to discuss conditions; decide what protective actions are necessary and feasible; when and how protective actions will be implemented; and how public messaging will occur.

Refer to Appendix B (Emergency Response Plan – 11.0 Natural Disasters for specific reactive and response measures.

1. DETERMINE: The potential impact on life-safety and property.

2. DECIDE: If and what protective actions are warranted and feasible. Refer to Appendix B for specific guidance.

3. COMMUNICATE: The decision(s) to appropriate faculty and staff in the most effective manner. **4.**

COMMUNICATE: The appropriate information to faculty, staff, students, contractors, and visitors. **5.**

COORDINATE: Utilizing Unified Command, assisting both internal and external agency resources.

Aside from the general classification of hazardous weather conditions from above, there are some other general issues to keep in mind, as follows:

1. All faculty, staff and students should review local TV/radio stations, phone/cell messages, and the Union College website for specific details related to the College during weather related events. Use common sense when evaluating hazardous weather conditions and your own well-being, and report any other relevant information to Campus Safety via phone, who monitors this information as well.

2. Personnel traveling to/leaving campus by car during hazardous weather conditions should demonstrate extreme caution and exhibit safe driving habits. Drive defensively and give pedestrians the right of way. If you are immobilized in a roadway due to the weather conditions or from an accident, be mindful that it's often safer to stay inside the vehicle than to try to exit it. NEVER attempt to drive through flooded areas.

3. Personnel traveling around campus by foot or other non-vehicular means should consider alternative practices (where practical and not otherwise precluded), to avoid exposing themselves to the hazardous weather conditions.

4. Strictly adhere to directions from emergency communications channels. If an order to shelter in place is given, consider the following:

- * If indoors, stay away from glass windows, shelving and other heavy equipment, and seek refuge within doorways or under desks/tables.

- * If outdoors, move quickly away from utility poles that may be energized, and take refuge within the nearest building (as possible).

While it is unlikely that building evacuations (as traditionally defined) would occur following or during hazardous weather conditions that are less than Level 2 in severity, it is critical for all faculty/staff/students to stay informed as such an event unfolds. College officials will disseminate the critical information as it becomes necessary and available to safeguard the greater College community.

b. PROTECTIVE ACTION DECISION MAKING PROTOCOL

THIRTY MINUTES OR MORE LEAD TIME

I. Upon the forecast of a severe weather event, all those listed on the Alert & Notification list (TABLE 1) will be notified of the likelihood, the arrival and duration times, the nature and expected severity, and the possible consequences.

II. The Emergency Manager, Director of Safety and Security, or his/her designee, will communicate as necessary with the Union College Situation Response Team (TABLE 3) to discuss the conditions and impending weather, determine what protective actions may be warranted, and how they will be implemented.

III. The Emergency Manager, Director of Safety and Security, or his/her designee, and the Situation Response Team may make a determination* regarding the continuance, stoppage, delay, or cancellation of activity or scheduled events. Additionally, a decision may be made regarding public messaging and/or selection of pre-scripted announcements. The College Public Information Office will be responsible for implementing this public information.

- * The location, type, and anticipated attendance for each venue and event will influence how quickly decisions must be made and when protective actions will be implemented, so that enough time is available for the public to complete the protective actions.

LESS THAN THIRTY MINUTES LEAD TIME

I. Upon forecast of an imminent severe weather event, all personnel/agencies on the Alert & Notification list (TABLE 1) will be alerted immediately of the likelihood, the arrival and duration times, the nature and expected severity of the weather event, and the possible consequences.

- II. The Emergency Manager, Director of Safety and Security, or his/her designee, and the Situation Response Team may convene, in person or by other means (i.e. Zoom), to discuss the conditions and determine what protective actions are warranted, and how they will be implemented and communicated. Strong consideration to activate the emergency outdoor siren shall be given.
- III. The Team will make the determination regarding the continuance, stoppage, delay, or cancellation of activity or scheduled events, and implement such action as soon as possible. Additionally, public messaging and/or selection of pre-scripted announcements will be implemented as soon as possible. The College Public Information Officer is responsible for implementing public information.

IMMEDIATE WEATHER EVENT

- I. In the event of severe weather occurring without warning, all personnel/agencies on the Alert & Notification list (TABLE 1) will be contacted for situation and assessment status.
- II. The Emergency Manager, Director of Safety and Security or his/her designee, with the assistance of the Campus Safety Office, shall request all faculty, staff and students to report injuries, and property damage, as soon as possible through their reporting structure, or by notifying the Campus Safety Office directly by phone or email. Initial assessments will be provided to the Emergency Manager and/or Director of Safety and Security. Information shall be vetted (to the extent possible) and provided to the Situation Response Team and college senior leadership.
- III. Emergency Public Information (EPI) will be implemented immediately and in cooperation with the College Public Information Officer.
- IV. Based on damage, injury assessments, and requests from assisting agencies, a Unified Command will determine if additional resources or assistance are needed. On-site resources will be utilized first. Additional resources will be requested in accordance with protocol.

TABLE 1. ALERT & NOTIFICATION LIST
COMMUNICATION TREES

PART 1: NOTIFICATION LIST
1. Emergency Manager / Director of Safety and Security
Union College Situation Response Team will deploy emergency messaging to the Union Community via activation of the outdoor emergency siren, RAVE, etc. below.
Union College Senior Leadership Staff
Campus Safety Office

*Senior leadership notification shall be at the discretion of Director of Safety and Security or Vice President-level on Team.
- In order, based on severity and as instructed:
+ activation of outdoor emergency siren by Campus Safety Office + RAVE mass notification messaging + Residence hall PA speaker system + Union College website and social media pages + Building evacuation alarms + All faculty/staff/students group email(s) + Other methods as appropriate
2. Campus Safety Office (Dispatcher)
Email groups: faculty/staff/students as appropriate
Facilities Services
On-duty Campus Safety Office Supervisor(s) and staff

TABLE 2. UNION COLLEGE DECISION MAKERS

DECISION MAKERS
College President Vice President & Chief of Staff Director of Campus Safety and Security Chief Human Resources Officer Chief Information Officer Director of Environmental Health & Safety Director of Facilities Director of Hospitality (situation-dependent) Director of Health Services (situation-dependent) Emergency Manager

c. HIGH WIND PROTOCOL

1. DEFINITIONS

High Wind

Sustained wind speeds of ≥ 40 mph lasting for 1 hour or longer, or winds of ≥ 58 mph for any duration.

Wind Hazard Notification

NWS-ALB will issue specific advisories when wind speeds of sustained winds of ≥ 25 mph are expected.

Wind ADVISORY

Issued by the NWS when wind speeds may pose a nuisance and could be life-threatening if proper precautions are not taken. Sustained wind speeds of 30-39 mph lasting for 1 hour or longer, or winds of 46-57 mph for any duration

High Wind - WATCH

Issued by the NWS when there is the potential of high wind speeds developing that may pose a hazard or is life threatening. Sustained wind speeds of ≥ 40 mph lasting for 1 hour or longer, or winds of ≥ 58 mph for any duration

High Wind - WARNING

Issued by the NWS when high wind speeds will pose a hazard or is life threatening. Sustained wind speeds of ≥ 40 mph lasting for 1 hour or longer, or winds of ≥ 58 mph for any duration

2. ALERT & NOTIFICATION

Follow Severe Weather Alert & Notification protocol (Table 1) in this document.

3. PREPAREDNESS & RESPONSE (refer to Appendix B for further guidance)

- **Facilities Services and Campus Safety staff** will survey the grounds looking for anything that may become a projectile in high winds, and secure or store the same until the threat is over. Suspend use of any outdoor tent or covering (used at events).
- **Outdoor workers** from any source (staff, contractor, etc.) will be notified, by the most rapid means possible, of the potential weather threat, and asked to report any conditions that pose a risk for injury or property damage in the most expeditious manner possible (overhead speaker, radio, email, etc.).
- **Contractors** will be responsible to verify that their personnel have the proper protective equipment for the predicted conditions, and that they are instructed to protect themselves appropriately.
- **The Situation Response Team may direct that all outdoor events and activities be suspended until the threat diminishes or that any temporary structures (tents) shall be closed for use until the threat is well past the area.**

d. HURRICANES AND TROPICAL STORMS (refer to Appendix B for further guidance) NWS-ALB addresses all hurricane and tropical storms with Hurricane, Tropical Storm Watches and Warnings and flood watches and warnings. Union College will monitor situational awareness and respond accordingly.

e. SEVERE THUNDERSTORM PROTOCOL (refer to Appendix B for further guidance)

1. DEFINITIONS

Thunderstorm

NWS-ALB continuously monitors for the potential for all thunderstorms (severe or non-severe) that can produce winds of ≥ 40 mph; and/or hail of less than 1" in diameter; and/or lightning. A thunderstorm with wind ≥ 40 mph and/or hail ≤ 1 " is defined as **Approaching Severe**.

Severe Thunderstorm

Thunderstorms that produce hail 1" or larger in diameter and/or winds ≥ 58 mph.

Severe Thunderstorm - WATCH

Issued by the NWS when conditions are favorable for the development of severe thunderstorms in, and close to, the Watch area. The size of the area can vary depending on the weather situation. They are normally issued in advance and usually for 4 to 8 hours in duration.

Severe Thunderstorm - WARNING

Issued when either a severe thunderstorm is indicated by radar or a spotter reports a thunderstorm producing hail 1" or larger in diameter and/or winds ≥ 58 mph. Severe thunderstorms can produce tornadoes with little or no advance warning. They are usually issued for one hour in duration, and can be issued without a Severe Thunderstorm Watch in effect.

Severe Thunderstorm Warnings include where the storm was located, what towns will be affected, and the primary threat associated with the severe thunderstorm. It will also include the damage threat tag described earlier in this document.

Severe Thunderstorms also may cause Flash Flooding.

RISK CATEGORIES ONLY APPLY TO SEVERE THUNDERSTORMS AND TORNADOES

THUNDERSTORMS (no label)	1 - MARGINAL (MRGL)	2 - SLIGHT (SLGT)	3 - ENHANCED (ENH)	4 - MODERATE (MDT)	5 - HIGH (HIGH)
No severe* thunderstorms expected	Isolated severe thunderstorms possible	Scattered severe storms possible	Numerous severe storms possible	Widespread severe storms likely	Widespread severe storms expected
Lightning/flooding threats exist with <u>all</u> thunderstorms	Limited in duration and/or coverage and/or intensity	Short-lived and/or not widespread, isolated intense storms possible	More persistent and/or widespread, a few intense	Long-lived, widespread and intense	Long-lived, very widespread and particularly intense
					

* NWS defines a severe thunderstorm as measured wind gusts to at least 58 mph, and/or hail to at least one inch in diameter, and/or a tornado. All thunderstorm categories imply lightning and the potential for flooding. Categories are also tied to the probability of a severe weather event within 25 miles of your location.



National Weather Service
www.spc.noaa.gov



2. ALERT & NOTIFICATION

Follow Severe Weather Alert & Notification protocol (Table 1).

3. PREPAREDNESS & RESPONSE – FOR WATCHES AND WARNINGS

- ✓ **Facilities Services and Campus Safety** staff will survey the grounds looking for anything that may become a projectile in high winds or flood hazard, ensure storm drains are unobstructed and secure or store items that may be damaged until the threat is over.
- ✓ **Facilities staff** will advise outside contractors to secure or store anything that could become a projectile in high winds, secure items that may be damaged in flood water, and to be prepared to protect their property from potentially damaging wind, hail and rain. Campus Safety can assist as needed in making notifications to on-site contractors.
- ✓ **Union College Faculty and Staff** shall be notified of the potential weather threat, and asked to report any conditions that may pose a threat of injury or property damage to Campus Safety and Facilities Services. ○ **The Situation Response Team OR Incident Management Team may direct that all outdoor events and activities be suspended until the threat diminishes.**
- ✓ **Each division will be responsible** to verify that any of their personnel who are working outdoors have the proper protective equipment for the predicted conditions, and that they are instructed to protect themselves appropriately.
- ✓ **All Union College faculty, staff, or students** - from all divisions - will encourage and assist, as necessary and practical, getting all people indoors to safety.
- ✓ Any injuries or damages are to be reported immediately to your respective supervisors, who in turn will report it to the Campus Safety Office or as otherwise directed.

f. **LIGHTNING PROTOCOL** (refer to Appendix B for further guidance)

1. DEFINITION

LIGHTNING

A visible electrical discharge produced by a thunderstorm. The discharge may occur within or between clouds, between the cloud and air, between a cloud and the ground or between the ground and a cloud. There are no “Advisory”, “Watch” or “Warning” classifications for lightning.

NOTE: Lightning is not a criteria for a “severe thunderstorm” under National Weather Service definitions

Lightning is extremely dangerous, and may be very frequent and intense in a thunderstorm, but unless the thunderstorm is accompanied by winds of (58) miles per hour or more, and/or 1” diameter hail, it will not be classified as severe, and will not have a “WATCH” or a “WARNING” issued for it. There may be discussion on the NOAA Weather Alert Radio, NWS Chat and/or in text on the NWS web site.

2. ALERT & NOTIFICATION

Follow Severe Weather Alert & Notification protocol (Table 1).

3. PREPAREDNESS & RESPONSE

- ✓ **All Union College faculty, staff, or students** - from all divisions - will encourage and assist, as necessary and practical, getting all people indoors to safety.
- ✓ **Facilities Services staff** will advise outside contractors to secure or store anything that could become a projectile in high winds, secure items that may be damaged in flood water, and to be prepared to protect their property from potentially damaging wind, hail and rain. Campus Safety can assist as needed in making notifications to on-site contractors.
- ✓ **Union College Faculty and Staff** shall be notified of the potential weather threat, and asked to report any conditions that may pose a threat of injury or property damage to Campus Safety and Facilities Services. ○ **The Situation Response Team OR Incident Management Team shall direct that all outdoor events and activities be suspended until the threat diminishes.**
- ✓ **Each division will be responsible** to verify that any of their personnel who are working outdoors have the

proper protective equipment for the predicted conditions, and that they are instructed to protect themselves appropriately.

- ✓ **All Union College faculty, staff, or students** - from all divisions - will encourage and assist, as necessary and practical, getting all people indoors to safety.
- ✓ Any injuries or damages are to be reported immediately to your respective supervisors, who in turn will report it to the Campus Safety Office and Facilities Management, or as otherwise directed.
- ✓ **All outdoor faculty/staff/students/visitors** shall be notified of the potential weather threat, and asked to report any conditions that should be taken care of before someone is injured or property is damaged unnecessarily.
- ✓ Any injuries or damages are to be reported immediately to your respective supervisors, who in turn will report it to the Campus Safety Office or as otherwise directed.

g. TORNADO PROTOCOL (refer to Appendix B for further guidance)

1. DEFINITIONS

TORNADO

A violently rotating column of air, usually pendant to a cumulonimbus, with circulation reaching the ground. It nearly always starts as a funnel cloud and may be accompanied by a loud roaring noise. On a local scale, it is the most destructive of all atmospheric phenomena.

TORNADO - WATCH

Issued by the NWS when conditions are favorable for the development of tornadoes in and near the watch area. They are normally issued well in advance of the occurrence of severe weather and usually for a duration of 4 to 8 hours. During the watch, the NWS will keep the public informed on what is happening in the watch area and also when the watch has expired or been cancelled.

TORNADO - WARNING

Issued by local NWS when a tornado is indicated by radar or sighted by spotters. A Tornado warning can be issued without a Tornado Watch already in effect. They are usually issued for a duration of 30 minutes.

The warning will include where the tornado was located and what towns will be in its path, along with expected hail size.

After it has been issued, it will be followed periodically with Severe Weather Statements. These statements will contain updated information on the tornado and when the warning is no longer in effect. The NWS will keep the public informed on what is happening in the watch area and also let the public know when the watch has expired or been cancelled.

2. ALERT & NOTIFICATION

Follow Severe Weather Alert & Notification protocol (Table 1). An automatic “system emergency message” could be activated on cellular telephones via the Emergency Alert System.

3. PREPAREDNESS & RESPONSE

- **All Union College faculty/staff/students/visitors/contractors** will be notified of the potential weather threat in the most expeditious and effective means available (siren, email, etc.).
Each division will be responsible to verify that any of their personnel who are working outdoors have the proper protective equipment for the predicted conditions, and that they are instructed to protect

themselves appropriately, and advised to remain alert, and listen for any further announcements and/or instructions.

✓ **Watch & Warnings – Facilities Services and Campus Safety Office** staff will survey the grounds looking for anything that may become a projectile in high winds, and secure or store the same until the threat is over. ✓
All outdoor events and activities SHALL be suspended until the threat diminishes.

✓ **Watch & Warnings – Facilities Services staff** will advise outside contractors to secure or store anything that could become a projectile in high winds. They will also advise them to be prepared to protect their property from potentially damaging wind, hail and rain.

- **Tornado - All Union College faculty, staff, or students** - from all divisions - will encourage and assist, as necessary and practical, getting all people indoors to safety.

Weather Related Closures

In the event of an overnight snowstorm (or ice storm):

- Facilities Services personnel will assess whether or not they can clear parking lots, campus roads and sidewalks to a level that would allow students, faculty, and staff the ability to navigate campus safely.
- At 5:00 am, members of the Situation Response Team and/or Incident Management Team will communicate via conference call and determine if the College will open on time, delay opening or close for the day. • If delayed or closed, the following notification will be sent:
 - Notification to Sr. Staff of the delayed opening or closure
 - Followed by notification to the College community (students, faculty, staff, and contractors).
 - Human Resources or Communications will alert local TV and Radio of the College's status.

Early morning or early work hours snow/ice storm (this assumes the roads are drivable and faculty/staff are on campus):

- Members of Situation Response Team will monitor the weather to anticipate potential changes • The Team will maintain contact with local, county and state police to monitor road conditions
 - If a *Travel Advisory* is declared by the County, staff, (after consulting with their supervisor) may elect to go home and/or work from home as agreed upon with their supervisor –
 - If a *Snow Emergency* or *Travel Ban* is declared, the College will close. The County will typically provide notice that this status is forthcoming; for example, the County may issue a statement at 11:00 am stating that a snow emergency will be in effect at 1:00 pm - in this case, the College would close at 11:00 am.
- All notifications and updates will be sent in a method chosen by the College.

When the College is closed or a delay of opening has been determined, some *Essential Personnel* must report to campus - for example, Campus Safety and Facilities Management employees are considered *Essential Personnel* and must report to campus. Other departments may have requirements as well. Please check with your supervisor to determine if you are considered *Essential Personnel* and must report to campus during a weather emergency.

When the College is closed:

- All classes and academic activities are cancelled
- All College vehicles are grounded (vehicles may also be grounded during a *Travel Advisory*) •
All home athletic events are canceled/postponed
- All College facilities are closed - with the exception of food services - select dining facilities will be open with a modified menu.

PROCEDURES IN THE EVENT THE COLLEGE IS CLOSED

On rare occasions, the College may close due to emergency situations such as hazardous weather conditions, power outages or other circumstances which might hamper the normal business of the College. Individuals released from work or told not to report as scheduled will be paid based on their normal work schedule. Hourly staff members should record

such time as time worked on their time sheet with a notation that the College was closed.

Because of the essential nature of their work, Campus Safety and Facilities Services personnel are expected to report to work or continue to work their regular schedule, even when the College is closed, unless they are specifically instructed otherwise. In addition, other College personnel may be deemed essential as required by their department based on factors such as the type of event, the time of year, etc. In rare instances, employees may be asked to work from home. Hourly employees required to work their shift during a closure period will be compensated at a rate of two times their base rate for those hours worked during their shift. Overtime or other premium pay will only be paid when due as a result of normal overtime guidelines.

Individuals who have any questions regarding their need to report to work as scheduled when the College is closed, should contact their supervisor. Essential personnel who are scheduled to work during a closure period and do not report may be required to use earned time.

If the College is open, but individuals are concerned about safe travel to work, arrive late or feel the need to leave work early due to inclement weather, earned personal or vacation time or unpaid time should be requested.

In some instances, exempt staff may be required to report to work during a closure period. For exempt staff that are not required to report to work during a closure period, exempt staff should be monitoring their operation through various means such as email to ensure expectations are being upheld. For exempt staff that are required to report to work, supervisory discretion should be applied when considering the possibility for equivalent time off.

The above policy will apply to time off granted by the College between the Christmas holiday and New Years' day. Additional compensation will not be paid for regularly scheduled days off during any closure period or if an employee chooses in advance to use paid time off during any closure period.

Notification Procedures

If the College is closed prior to the start of a regular workday, the following media organizations shall be notified as soon as a decision is made:

WRGB; WNYT; WTEN (TV); WGY (radio)

Ongoing Awareness Training

The Union College Emergency Manager, in cooperation with the Director of Safety and Security and Emergency Incident Management Team, shall periodically issue information on specific weather-related topics throughout the year, in order to ensure a high degree of situational awareness to the occupants of the Union College campus community. This information shall typically be distributed via email to all faculty, staff and students. In some circumstances, the information shall also be posted on various social media pages as determined by the Campus Public Information Office.

Storm Damage Reporting Requirements

Union College is a participant with the National Weather Service's "StormReady" program, and as such, is committed to assisting storm damage reporting to assist the Weather Service in its forecasting capabilities, particularly for storms that are moving away from the campus area to other locations.

It shall be the responsibility of the Hamilton College Emergency Manager (or designee) to complete reporting in a timely manner by contacting the Albany National Weather Service Office at 518-626-7570 or by email at alb.stormreport@noaa.gov when it is safe to do so. Please try and include photos of any damage or hail stones next to a ruler if possible (see illustration in Appendix A):

APPENDIX A



- **Tornado**

- **Hail**

- 0.25" or less - Pea
- 0.50" - Mothball
- 0.75" - Dime/Penny
- 0.88" - Nickel
- 1.00" – Quarter (NOTE: hail 1" in diameter or larger is considered SEVERE) ▪
- 1.25" - Half Dollar
- 1.50" - Walnut/Ping Pong
- 1.75" - Golf Ball
- 2.00" - Hen Egg
- 2.50" - Tennis Ball
- 2.75" - Baseball
- 3.00" - Tea Cup
- 4.00" - Grapefruit
- 4.50" – Softball

- **Wind damage.**

- **Flooding**

- **Heavy Snowfall**

- **Heavy Rainfall**

Appendix B –

Union College Emergency Response Plan – 11.0 Natural Disasters (separate document)