



Business Interruption Policy

In the event of severe weather, natural disasters (tornados, earthquakes, floods, etc.,) act of terrorism, workplace violence, significant utility outages, and other events that may impact the safety and welfare of students, faculty, and staff or create major disruption of operations, the following policy shall govern the University's response to such events.

1. The Assistant Vice Chancellor of Campus Facilities, Director of Environmental Health & Safety and the Chief of Police, as applicable, shall immediately consult with the Chancellor concerning any weather condition or disaster that severely impacts the normal day-to-day operation of the University.
2. The Chancellor, at his/her sole discretion, shall determine whether the condition is of such a nature as to require the cancellation of classes (e.g., unsafe for students walking on campus) and/or closure of the University (e.g., access to campus is perilous).
3. Should the Chancellor determine that classes are to be cancelled and/or the University closed due to inclement weather, the following steps shall be implemented not later than 5:30 a.m. (or not later than 3:00 p.m. for evening events and classes).
 - a. The Chancellor or authorized designee shall notify the Assistant Vice Chancellor Community and Public Affairs, or a designee, who shall immediately:
 - (1) Contact the media cooperative set up to disseminate official school closings information (using the appropriate UMKC code number set up by the cooperative) so that public media will broadcast the notice of cancellation of classes or closure of the University promptly, but not later than 6:00 a.m. Be advised that broadcast school updates are at the discretion of each media outlet, and may not appear immediately.
 - (2) Provide for immediate distribution of information through UMKC Alert!, the University's mass notification system program, including:

Text messaging, personal and UMKC voice mail, personal and UMKC email, and pagers.

The University Help line (235-2222): includes information as to safety of being on campus; laboratories open or closed; building availability.

Mass email/voicemail notice to UMKC Everyone (faculty, staff & students)

UMKC home page (umkc.edu) and UMKCA!ert! (umkc.edu/umkcalert).

- (3) Contact Chief Information Officer or designee to provide appropriate information on the University main line (816-235-1000).

In the event of natural disasters, act of terrorism, workplace violence or other events that may impact safety and welfare, the Assistant Vice Chancellor Community and Public Affairs, or a designee, will immediately:

- (1) Provide for immediate distribution through the UMKC Alert! notification system as noted above.
 - (2) Contact the media – in a timely, immediate manner – to provide concise and factual information regarding the event. Community and Public Affairs, through its Public Relations department, will continue to provide media with updates of an ongoing event.
 - (3) Contact Chief Information Officer or designee to provide appropriate information on the University main line (816-235-1000).
- b. The Chancellor, or designee, shall notify all the Chancellor's direct reports, who will disseminate the information further.
 - c. The Provost shall notify academic deans. Deans will take appropriate steps to communicate with their unit on a timely basis. Directors of research labs and patient clinics shall provide special notice to their employees, some of whom may be deemed "essential persons" as defined below.
 - d. The Vice Chancellor for Student Affairs shall provide special notice at all residence halls.
4. Students and employees shall bear ultimate responsibility, whether from news media, alerts from the UMKC Alert! notification system (including telephone call to the University's 235-1000 number, UMKC web site), their professor, director or other supervisor, to determine for themselves whether or not they are to report to class or to work. Failure to obtain accurate information shall not constitute excuse from this policy.
5. Governing definitions
 - a. **Cancellation of classes.** The statement "UMKC closed" broadcast by public media traditionally means only that classes are cancelled. In the event classes are cancelled and the university itself remains open, all staff shall report to work.
 - b. **Closing the university.** In the event the university is closed, only "essential" persons shall report to work. All other employees should not report to work, nor should they attempt to do so.
 - c. **Essential persons.** "Essential persons" are only those persons employed by physical plant, police, research laboratories, patient clinics, and information services that the director of those departments, in his/her sole discretion, shall determine are "essential." Employees shall be responsible to call their director or

immediate supervisor for instruction as to whether or not they are required to report for work under the particular conditions.

- d. **Divergent treatment.** The application of this policy may differ among the various campuses and/or buildings of the University, depending in each instance upon the perceived safety for students, employees, and visitors.

6. Recommended strategies.

- a. Deans, directors, and supervisors should keep a current list of faculty and/or staff phone numbers (home or cell).
- b. Students should keep a current list of office phone numbers for their professors.
- c. Staff should keep a current list of phone numbers for their immediate supervisors (home or cell).

7. Distribution.

- a. Human Resources shall provide a copy of this policy to all new employees; Human Resources shall re-circulate this policy to all employees annually.
- b. This policy shall be included and/or referenced in the handbook distributed annually to students, with a link to the policy's website location.