

<b>SUBJECT:</b> Inclement Weather & Emergency Situations Plan	<b>PROCEDURE:</b>
	<b>Page:</b> 1 of 2
<b>DEPARTMENT:</b> Business Operations	<b>EFFECTIVE:</b> 2015
<b>APPROVED BY:</b> Chief Operating Officer	<b>REVISED:</b> 3/2016

**PURPOSE**

To provide administrative procedure for staffing the institution and all offices when inclement weather or other emergency situations hinder or affect staffing, but the full utilization of the Disaster Plan is not necessary.

**POLICY OVERVIEW**

Severe weather or an emergency situation such as fire, power failure, or flooding can disrupt company operations and may necessitate early closing, late opening or cancellation of operations.

**POLICY CONTACT**

For questions regarding this policy, contact UT Physicians Administration.

**PROCEDURE**

1. The Chief Operating Officer (COO) has the authority to initiate and cancel the Inclement Weather Plan & Emergency Situations Plan.
2. Determination of Operations Closures:
  - a. UTP Administration will monitor the weather forecast and UTHealth closures if threatening weather is imminent and will determine at what point, if any, to initiate the Inclement Weather Plan & Emergency Situations Plan.
  - b. Non-weather related emergencies will be monitored by the COO as necessary to make determinations regarding operations closures.
  - c. Individual site closures for localized inclement weather and emergent situations may be initiated by site Managers or Administrators, but must be cleared by UTP Administration, including the COO.
3. The COO and the Practice Managers, supervisors, and managers will maintain up-to-date call lists for all relevant employees.
4. UTP will utilize the official communications process as follows:
  - a. The COO or designee will notify the Practice Managers and Managers via email and/or telephone calls.

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- b. The Practice Managers will notify their staff using calls trees devised and maintained by each individual clinic.
5. The COO or designee may notify the news media when a decision has been made to close the institution.
6. All UTP employees are expected to report for duty at their scheduled time unless otherwise requested.
7. If the institution remains open during inclement weather or other emergency situation and UTP employees would like to leave work early, they must consult with their supervisor/manager who may grant permission to leave early. Employees who anticipate arriving late must notify their supervisors/managers according to clinic policy. Available paid time off /vacation may be used by the employee for any time not worked.
8. UTP staff has an obligation to contact their Practice Managers, supervisors, or managers if, for any reason, they have not been contacted by UTP and they are unsure if they should report to work.

**APPROVAL AND SIGNATURES:**

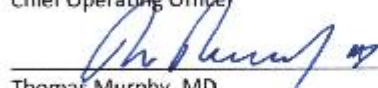
Approved by:



Andrew R. Casas  
Chief Operating Officer

Date:

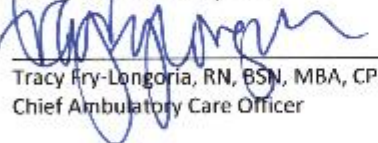
3/16/16



Thomas Murphy, MD  
Assistant Dean, Community Affairs and Health Policy  
Chief Medical Officer, UTP

Date:

3/17/16



Tracy Fry-Longoria, RN, BSN, MBA, CPC  
Chief Ambulatory Care Officer

Date:

3/17/2016