

## **Inclement Weather Guidance**

Updated November 2022

### **Summary statement:**

The T.H. Chan School of Medicine at UMass Chan Medical School ("UMass Chan") has developed the following school specific process for handling curricular activities during inclement weather.

### **Entities affected:**

Students, faculty, and staff supporting curricular activities for the T.H. School of Medicine. This policy also pertains to students at UMass Chan's regional medical campuses.

### **If UMass Chan is closed:**

While a rare occurrence, if UMass Chan closes on a given day, all in-person requirements will be cancelled. Information about the status of UMass Chan's campus will be posted on the Medical School's home page, [www.umassmed.edu](http://www.umassmed.edu). Students should check their email for a message from their curriculum deans for plans to address specific curricular activities. Some of these may occur through online mechanisms at the originally scheduled time. Please note that a state of emergency declaration by the Commonwealth of Massachusetts does not automatically lead to campus closure.

### **If UMass Chan is open, decisions will be made by OUME for curriculum activities:**

The T.H. School of Medicine will activate the process below at least 24 hours in advance (or as soon as possible once severe weather is anticipated):

- a. Any course leader can contact the Assistant Dean for Foundational Curriculum (ADFC) or the Assistant Dean of Clinical Curriculum (ADCC) to initiate the process
- b. ADFC/ ADCC review schedule to assess potential impact
- c. ADFC/ ADCC contact key curriculum leaders
  - i. ADFC focuses on discovery phase including discovery phase CC leadership, block leaders, CSGF, Clinical Applications Leaders and OUME EPSs and ECL faculty to confirm schedules and sessions that may be impacted and begin contingency planning for curricular activities.
  - ii. ADCC contacts Clinical Years Curriculum Committee leaders, ISC leaders, clerkship directors, ECPS leader, ABTS leader, iCELS, to confirm schedules and sessions that may be impacted, and begin contingency planning for curricular activities.
  - iii. Course leaders/committee chairs contact individual faculty for contingency planning by email.
  - iv. ADFC/ADCC/OUME confirms any AV, IT or space needs based on proposed plan, and connects faculty with IT support if needed to prerecord sessions or assist with live-remote or other technology needs.
  - v. Notes: for AY 22-23
    - Sessions already planned to be remote, including exams will continue as such
    - Students can continue to use the library or other campus spaces as long as campus is not closed
    - Students who lose power and/or Wi-Fi access should notify their course leader(s) and administrator(s) as soon as they are able to receive information to learn about make-up assignments as required
- d. ADFC/ ADCC summarize contingency proposal in email to respective parties listed in Ci & Cii above as well as OSA, Admissions, OEA, and IT for feedback and to ensure appropriate support/resources are available.

- e. Final plan is emailed by ADFC/ADCC to Weather Mode – T.H. Chan School of Medicine list, relevant class/learners, involved faculty, cc'ing OEA all
- f. SADEA informs school leadership (dean and others as appropriate)
- g. OUME key staff continues to work with room reservations, AV, IT to ensure support
- h. Process is concluded at least 12 hours prior to any scheduled activity whenever possible

**Note:** *Schedule changes are recorded in the curriculum calendar online by the appropriate EPS and are available as soon as changes are made. If users have downloaded the calendar onto their personal devices the changes will not be reflected immediately.*

#### **Principles for contingency planning:**

- Small groups and labs will be prioritized for rescheduling or replaced with other types of activities; lectures will be live streamed, recorded in advance, replaced with existing lecture capture, or recorded by faculty using individual capture technology rather than being rescheduled.
- Changes will be finalized at least 12 hours in advance when possible.
- Relevant curriculum committee chairs will work with faculty to determine changes and identify faculty to answer student content questions (office-hours or other format) if no live session occurs.
- Students in clinical rotations are expected to follow the guidance of their site or regional campus leader (clerkship, sub-I or site director) or attending (for those on elective) for their clinical site. Clinical rotations conducting didactics, testing, or other non-clinical activities will participate in contingency planning as described.
- In the case of unforeseeable emergencies (e.g. a tornado) the T.H. School of Medicine will follow institutional decision-making regarding campus closure.
- Students come to campus from a variety of locations and must consider their own individual safety before commencing travel; any student who feels it is unsafe to attend a required session due to weather should email the course/clerkship director immediately.

#### **At the time of writing:**

SADEA – Anne Larkin

ADFC – Manas Das

ADCC – Trish Seymour

ADSA – Anne Garrison

FOM2 curriculum committee chair – Tom Smith

Discovery Phase Curriculum Committee (DCC) – Mary O'Brien

CCE curriculum committee chair – Nancy Skehan

AS curriculum committee chair – Christine MacGinnis

IT contact – Patty Lanzillotti

AV contact – Matt Tracy

iCELS administrative operations manager – Melissa Puliafico

LC co-leaders – Mike Ennis, Dave Hatem

ECPS leader – Jen Carey

ABTS leader – Eric Mick

LInC Transitions Curriculum leaders – Nick Hajj, Dave Hatem

ISC co-leaders – Philip Day, Keith Muccino

Student Life – Alan Acosta

Communications – Jennifer Berryman, Lisa Larson

PURCH Curriculum – Kevin Hinchey, Raquel Belforti, and Nadia Villarroel