



News Bulletins for
Employees throughout
Johns Hopkins Medicine

Hopkins Ink

A print companion to www.insidehopkinsmedicine.org

December, 2006

The Weather Outside Is Frightful

This information outlines the weather emergency policies for The Johns Hopkins Hospital, Johns Hopkins Bayview Medical Center, all outpatient facilities and the University. Supervisors in each unit or department define their own staffing requirements and procedures, so be sure to check with your supervisor about your specific responsibilities and what to do if you work overtime or miss work during a weather emergency.

Hospital, Health System and School of Medicine

Our hospitals maintain all patient care responsibilities and *do not close* during a weather emergency. On-site staff must remain on duty until new staff arrive. Depending on weather severity, supervisors may keep staff already on site. When necessary, nonclinical staff may be asked to help maintain control center functions and to assist with patient care.

When there's a declared weather emergency, the statement on the back of your ID badge "Local Police: In the event of a declared emergency, JHMI staff are required at the medical campuses" will permit you to be on the roads.

If you are not able to report to work, you must contact your supervisor. Not reporting to work during inclement weather, even if you call in, is an absence, and at Hopkins Hospital, PTO or vacation time will be used for that day.

All inclement weather guidelines are in the JHH Corporate and Administrative manual, which is available online at: www.insidehopkinsmedicine.org/operationsintegration.

For Hopkins Bayview see www.hopkinsbayview.org/ weather.

Outpatient Facilities. The following guidelines apply to *all* clinic employees, both University and Hospital and Health System, at these facilities:

- Johns Hopkins Outpatient Center
- Johns Hopkins at Green Spring Station
- Johns Hopkins at White Marsh
- Johns Hopkins Hospital clinics
- Johns Hopkins Bayview Medical Offices

The Oncology Clinics (medical and radiation oncology at both the East Baltimore campus and Green Spring Station, and the bone marrow transplant IPOP Clinic) *never* close due to weather emergencies.

Otherwise, a single decision will be made as to the status of outpatient clinic operations. The decision will take one of two forms: **open or closed**.

If the decision is to close, it will be communicated to the media and the Weather Hotline (see box), and through a phone tree to each affiliate.

Weather Emergency Information

The Hopkins Weather Hotline and Web site are the best sources of complete Hopkins information. Be sure to listen to or read the entire announcement, because exceptions may be contained later in the message.

Weather Hotline

Baltimore area: 410-516-7781
Outside Baltimore: 800-548-9004

Internet

University:
<http://webapps.jhu.edu/emergencynotices>
JHM:
www.hopkinsmedicine.org/weather
Bayview:
www.hopkinsbayview.org/weather

Radio

WYPR-FM 88.1 (Baltimore)
WBAL-AM 1090 (Baltimore)
WIYY-FM 97.9 (Baltimore)
WPOC-FM 93.1 (Baltimore)
WMAL-AM 630 (Washington)
WGMS-FM 103.5 (Washington)
WTOP-AM 820 (Washington)
WTOP-FM 103.5 (Washington)

TV

WMAR-TV 2ABC (Baltimore)
WBAL-TV 11 NBC (Baltimore)
WJZ-TV 13 CBS (Baltimore)
WBFF-TV 45 FOX (Baltimore)
WRC-TV 4 NBC (Washington)
WJLA-TV 7 ABC (Washington)
WUSA-TV 9 CBS (Washington)
NewsChannel 8 (Washington cable)

Outpatient Clinic Status

Open: Designated staff expected to report to work. Four-wheel-drive vehicle driver should be identified for each clinic.

Closed: All patients should be notified of the closing and rescheduled.

Clinic Managers

Clinic managers should define which employees are necessary to maintain clinical care operations and obtain phone numbers to contact them. Clearly communicate who is expected to come to work during a weather emergency.

- **Identify Employees with Four-Wheel-Drive Vehicles.** If you are unable to find a person within a clinical area who is willing to pick up employees, coordinate with another clinic to find a driver. Give the driver's name to your staff so they know whom to contact. Identify key intersections for picking up staff.

- **Communicate with Employees.** Establish a phone tree or equivalent method of letting staff know about the status and expectations of your clinic.

- **Contact Patients.** All patients in your clinic must be contacted if the clinic is closed. The clinic manager or a designee needs to take home a list of patients if inclement weather is likely or arrange to access EPIC or IDX from home.

JHCP Clinics

Johns Hopkins Community Physician employees will be notified about late openings and site closures through the established telephone tree. Weather information also will be provided on the JHCP Web site. Ignore information specific to JHU, JHH and JHBMC.

For pay guidelines, consult your HR manual.

Johns Hopkins Bayview Medical Center

In the event of snow, employees are expected to report to work.

Howard County General Hospital

In the event of snow, employees should call 410-740-SNOW to learn the status of the weather emergency plan.

UNIVERSITY (NON-CLINICAL)

When there is a change or curtailment of the University operating schedule or the operating schedule of a designated unit, it will be announced on the University emergency telephone hotline (see box, page 1) and Web site. The phone line can accommodate thousands of calls an hour. Information is available as soon as a decision about closures or delayed openings is made, normally about 6 a.m. Decisions on evening classes for part-time students are usually made by 1 p.m.

When conditions warrant, the president of the university or a designee (normally the provost), in consultation with the vice president for human resources, will decide whether and when to alter or curtail operations. When operations are altered or curtailed, one of the following plans will be in effect:

Required Attendance Plan

Required attendance employees must stay at work or report to work. A required attendance employee is one who is vital to the operation of a work group, whose presence is required regardless of the existence of an emergency condition and allows the continuation of critical services. A required attendance employee protects the safety and well-being of the University population and/or physical plant and supports necessary timely work.

Required attendance employees who do not stay at or report to work may be considered absent without approval

pending discussion with their supervisor. Each unit or department defines its own staffing requirements. Supervisors should designate in writing required attendance employees.

Liberal Leave Plan

When the liberal leave plan is invoked, all required attendance employees must report to and/or stay at work. Other staff are permitted to arrive up to two hours after their normal scheduled start time or may choose not to report to work. Employees not reporting to work should follow department procedures to report absence. Time will be charged to vacation leave, if available; otherwise, to unpaid leave. Employees who report to work within two hours of the normal start time will not experience a loss of pay or have time charged to leave.

Delayed Arrival Plan

When the delayed arrival plan is invoked, all required attendance employees are to report to work at the regularly scheduled start time. Other staff are expected to report to work by the time designated for the delayed opening. Staff reporting by the designated time will not lose pay or have time charged to leave.

The University's policy on weather-related closings can be found online at <http://hrnt.jhu.edu/elr/pol-man/section.cfm?id=35>

Including your item in Hopkins Ink

Please e-mail submissions to hopkinsink@jhmi.edu

The deadline for submission is **Thursday at noon** for the paper that comes out the following Thursday.